



One state. One system.

Procurement and Contracting Workshop

2018 Departmental Release



Agenda

- Department configuration information
 - ***BUSN823c – Submit Purchasing Configurations: Locations/Area Definitions/Standard Comments***
 - ***BUSN823b – Submit Department Logo***
 - ***BUSN823a – Submit Signature for Purchase Orders***
- Overview of the FI\$Cal Procurement and Contracting process
- FI\$Cal end user roles, which when assigned, provide users with specific access to perform tasks and activities in FI\$Cal
- Next Steps
- Demonstration Overview

BUSN823c - Locations Task

- [BUSN823c Response Template](#)

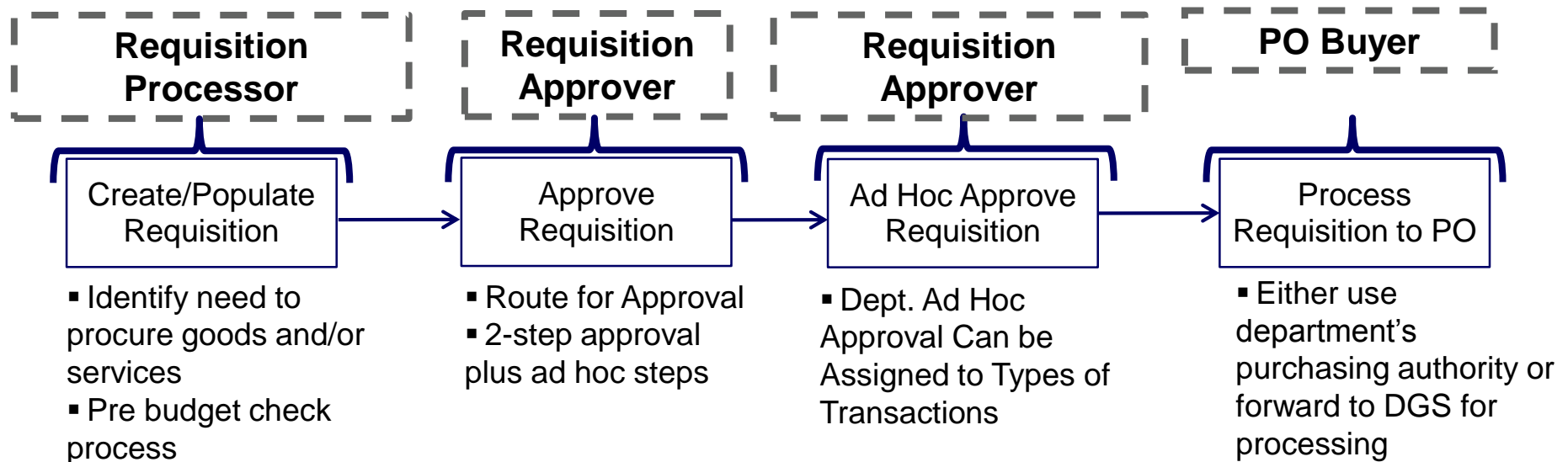
BUSN823c Template (A-E)

	A	B	C	D	E
1	Field Name	Location Description	Headquarter	Default Bill To Location	Ship To Location?
2	Field Type	Character			Character
3	Field Length	30			3
4	Description	Description of the Location	Indicate which location is your headquarter, by entering "HQ" in the correct row	Indicate which location is your default bill-to, by entering "Default" in the correct row	Indicates whether the Location is a Ship To Location
	Comments	<p>The "Location Description" field is 25 characters long; you can use both alpha and numeric characters.</p> <p>Hint: Identify "Bill To" Locations by including the word "Bill" in the description.</p> <p>Hint: Identify Divisions/ Sectors by Number and Description</p>	<p>There can only be one HQ location.</p>	<p>There can only be one default location.</p>	<p>Is this location a Ship To (delivery) location?</p> <p>Indicate "Yes" or "No."</p>
5					
6	Required?	Yes	Yes	Yes	Yes
7	<i>Example</i>	<i>Office of Purch ALRB</i>	<i>HQ</i>	<i>Default</i>	<i>Yes</i>
8	<i>Example</i>	<i>Office of Purch ALRB Bill</i>			<i>No</i>
9	<i>Example</i>	<i>0157- Purch Office ALRB</i>			<i>Yes</i>
10	1				

BUSN823c Template (F-O)

F	G	H	I	J	K	L	M	N	O
Address 1	Address 2	Address 3	Address 4	City	State	Postal	Phone	Extension	Fax
Character	Character	Character	Character	Character	Character	Character	Character	Character	Character
55	55	55	55	30	2	5	12	6	12
Address Line 1	Address Line 2	Address Line 3	Address Line 4	City	State	Postal Code	Telephone	Phone Extension	Fax Number
Enter the first line in the Location's Address. This prints as the first line of your dispatched PO.	Enter the second line in the Location's Address (if applicable) This prints as the second line of your dispatched PO.	Enter the third line in the Location's Address (if applicable) This prints as the third line of your dispatched PO.	Enter the fourth line in the Location's Address (if out of Country) Complete for Out of Country Locations only.	Enter the city for the Location	Enter the state postal abbreviation for the Location	Enter the 5 digit US ZIP code for the Location	Location phone number (Phone number format = 333/333-3333)	Location phone number extension. Enter digits only (do not enter "ext.")	Location fax number (Fax number format = 333/333-3333)
Yes	No	No	No	Yes	Yes	Yes	Yes	No	No
Department of FI\$Cal	CMO	915 Capitol Mall		Sacramento	CA	95814	916/653-3699	2130	916/653-8750
915 Capitol Mall	Second Floor			Sacramento	CA	95814	555/555-5555		
Department of FI\$Cal	2000 Evergreen Blvd			Sacramento	CA	95815	555/555-5555		555/555-5555

Create & Approve Requisition



Key Impacts

- Acquisition type, reporting structure, and dollar amount will be used to determine workflow routing.
- Requisitions may include ad hoc departmental approvers as well as external (DGS) approvers.

Requisition – Ship to Locations

4

Removable 20 compartment nail

Add EPP/SABRC

1.0000

Cello Pack

14.0000

14.00

Edit

Select All / Deselect All

Select lines to:

Shipping Summary

Edit for All Lines

Requisition Comments and Attachments

Enter requisition comments

Business Services office operating hours are from 8 a.m. - 12 p.m. (entrance, with the Security Team, prior to proceeding to the Business Services office)

Send to Supplier

Show at Receipt

Approval Justification

Enter approval justification for this requisition

This item has been requested by the training department, to help identify training records in different phases.

Edit Shipping For All Lines

Shipping Information

Ship To Location

Due Date

Comments

Add One Time Address

Attention

OK

Cancel

Look Up Ship To Location

SetID

STATE

Ship To Location

begins with

8880

Description

begins with

Look Up

Clear

Cancel

Basic Lookup

Search Results

View 100

First

1-4 of 4

Last

Ship To Location	Description
8880000001	8880-FISCAL
8880000004	8880-FISCAL OTR-Gold Camp
8880000005	8880-FISCAL OTR-Vacaville
8880000006	8880-FISCAL-Sierra Colleg

Check Budget

Pre-Check Budget

Budget Checking Status: Not Checked

Save & submit

Save for Later

Add More Items

Preview

Requisition Settings - Location

Default Options ?

☒ **Default** If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

☐ **Override** If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Line Defaults ?

Supplier
 Supplier Location
 Buyer

Category
 Unit of Measure

Shipping Defaults

Ship To
 Due Date

Accounting Defaults

Chartfields1
 Chartfields2
 Chartfields3
 Details
 Asset Information

Percent	Location	GL Unit	Entry Event
<input type="text"/>	8880000001	8880	<input type="text"/>

Look Up Location

SetID
 STATE

Location Code begins with 8880

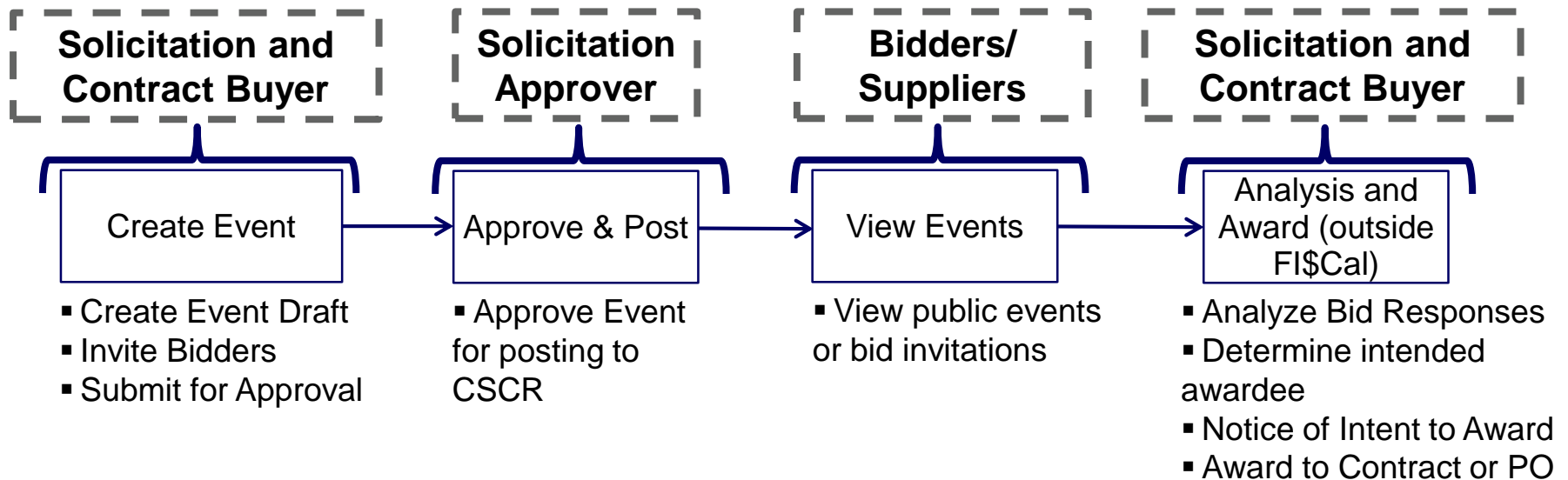
 Description begins with

Search Results

View 100
 First
 1-6 of 6
 Last

Location Code	Description
8880000001	8880-FISCal
8880000002	8880-FISCal-Billing
8880000003	8880-FISCal-General
8880000004	8880-FISCal OTR-Gold Camp
8880000005	8880-FISCal OTR-Vacaville
8880000006	8880-FISCal-Sierra Colleg

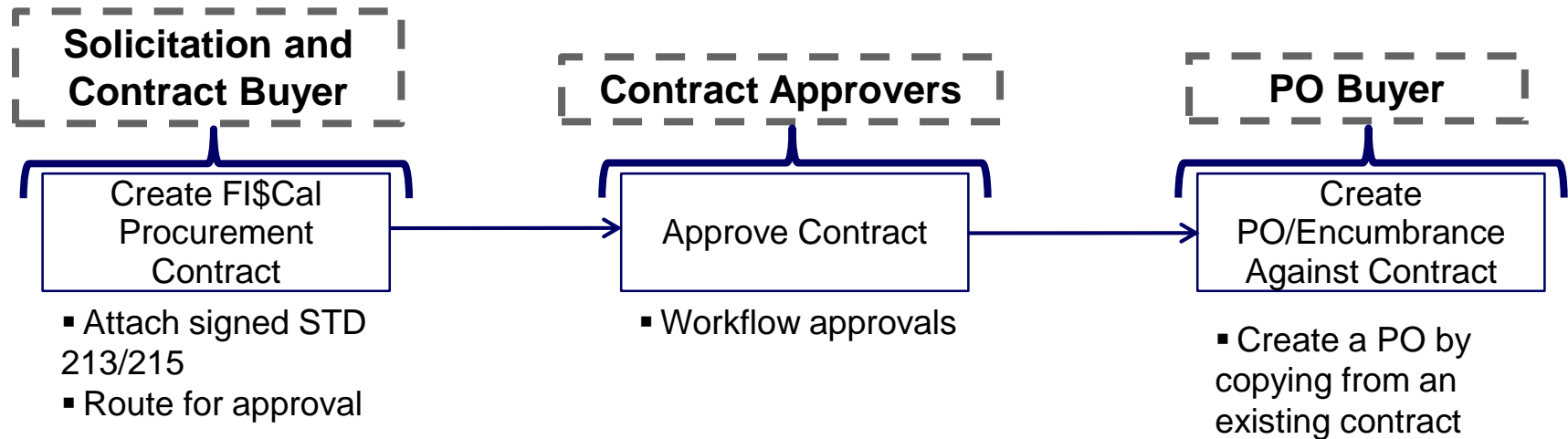
Manage Sourcing Summary Flow



Key Impacts

- Solicitation Events may be entered directly or may originate from a requisition.
- The event is posted in the FI\$Cal CSCR portal and email invitations sent after event approval.
- Solicitations are routed for approval by Business Unit and Acquisition Type
- Preview dates are utilized to collect questions from bidders and departments are able to create a new version of the event before the start date to respond with answers (Q&A process).

Procurement Contracts Summary Flow



Key Impacts

- Contracts may be created by direct entry, or copying from an existing contract.
- Wet signatures on contracts are still needed from suppliers and departments.
- STD. 213/210/215 are still required and attached to the transactional contract.
- Purchase Orders must be created to encumber funds in order to process payments for contracts.
- Contracts are routed for approval by Business Unit and Acquisition Type.
- For multi year contracts, POs can only be created and encumbered for the current fiscal year.

Contract Comments

Contract Comments
✕
Help

Contract Entry

Header Comments

SetID STATE Contract ID 000000000000000000003667 Version 1

☒ Retrieve Active Comments Only Retrieve

Sort Method Comment Time Stamp Sort Sequence Ascending Sort

Comments
Find | View All First 1 of 5 Last

Use Standard Comments Comment Status Active Inactivate

8880-0000000722 Graviton Consulting Services, Inc - Executed Contract

☐ Send to Supplier ☐ Show at Receipt ☐ Copy to Purchase Order
☒ Show at Voucher

Associated Document

Attachment 8880-0000000722_Graviton_Consulting_Services_Inc_-_Executed.pdf Attach View Delete ☐ Email

From -> CNT STATE-000000000000000000003667

OK Cancel Refresh

Contract/PO Defaults-Location

Contract Defaults by BU

Contract Entry

PO Defaults

SetID STATE Contract ID NEXT Version 1 Supplier ID

Header

*Business Unit 7760

Supp Loc

Buyer

Origin

Currency USD CRRNT

Payment Terms ID NET45

Shipping Information

Ship To Ship To Address

Location

IN Unit

Freight Terms FOB-DESTIN

Ship Via

Charge By Quantity

Distributions

Distributions

*GL Unit	Approp Ref	Fund	ENY	Account	Alt Acct
7760	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Comments

OK Cancel Refresh

Look Up Location

SetID STATE

Location Code begins with 8880

Description begins with

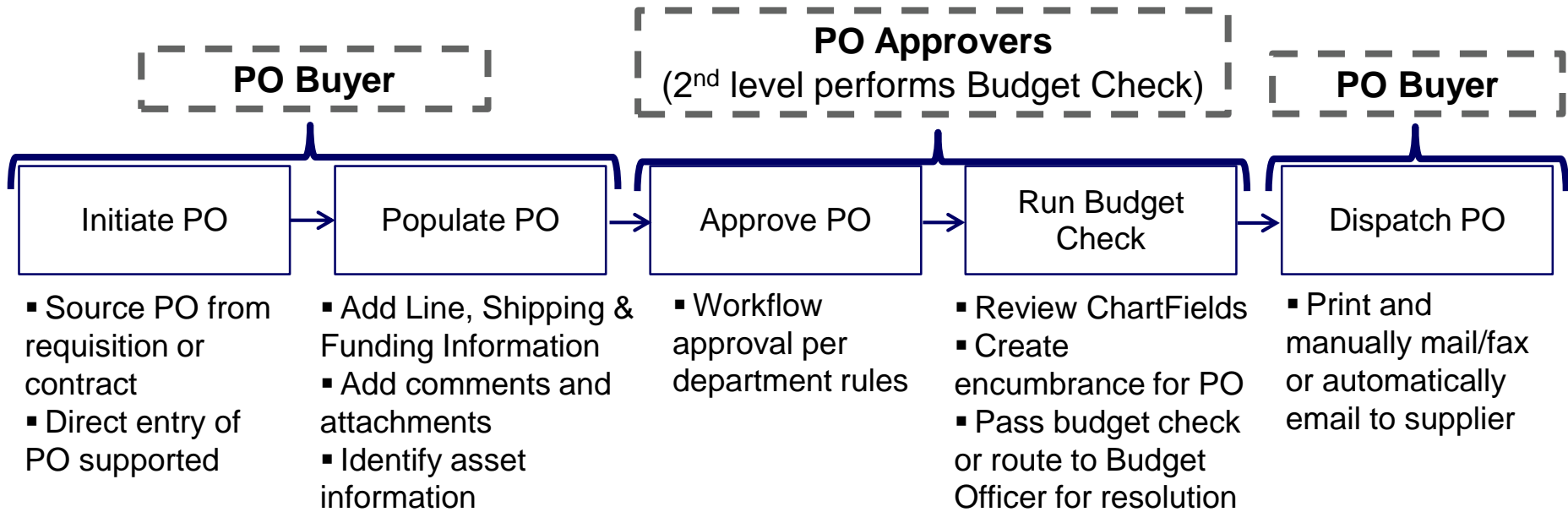
Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-6 of 6 Last

Location Code	Description
8880000001	8880-FISCal
8880000002	8880-FISCal-Billing
8880000003	8880-FISCal-General
8880000004	8880-FISCal OTR-Gold Camp
8880000005	8880-FISCal OTR-Vacaville
8880000006	8880-FISCal-Sierra Colleg

Manage Purchase Order



Key Impacts

- Only users with the role of PO Buyer is allowed to create POs.
- Electronic routing and approvals for POs.
- Automated budget check/encumbrance.
- Acquisition type, reporting structure, and dollar amount will be used to determine workflow routing.

PO – Lines, Ship To

Header ?

*PO Date 08/25/2017

*Supplier CACOURTCLE-001 Supplier Search Advanced Supplier Search

*Supplier ID 0000000001 Supplier Details THURGOOD MARSHALL MIDDLE SCHOOL

*Buyer Z_FUNC_VP1_SUPE Func VP1 User with no Security

PO Reference

☐ Leased
☐ Financed

PAA Number

Header Details

PO Defaults

PO Activities

Actions

Confidential

Activity Summary

Add Comments and Attachments

Add ShipTo Comments

Add Subcontracting and SB/DVBE Contracting

Add Reportable Attachment

Doc Tot Status Valid

LPA C

*Acquisi

*Acquisi

Exemp

*DGS Bil

Receipt Status Not Recv

*Dispatch Method Print

Amount Summary ?

Merchandise

Freight/Tax/Misc.

Total Amount

Look Up Ship To

SetID

STATE

Ship To Location begins with 8880

Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-4 of 4 Last

Ship To Location	Description
8880000001	8880-FISCAL
8880000004	8880-FISCAL OTR-Gold Camp
8880000005	8880-FISCAL OTR-Vacaville
8880000006	8880-FISCAL-Sierra Colleg

Add Items From ?

Catalog

Item Search

Purchasing Kit

Lines ?

Details

Ship To/Due Date

Statuses

Item Information

Attributes

RFQ

Contract

Receiving

Line	Item	Description	Due Date	Ship To	Price
				8880000001	0

View Printable Version

View Approvals

Close Short All Lines

*Go to ... More ...




PO – Header Details, Ship To


PO Header Details



[Help](#)


PO Details

Supplier CACOURTCL-001
 *PO Type 
 *Billing Location  [Billing Address](#)
 Origin 
☐ Use One Ship To

PO Date 08/25/2017
 Budget Status Not Chk'd
☐ Tax Exempt
 ID
 Letter of Credit ID 




Ship To 8880000001



Currency

Currency Code  [Exchange Rate Detail](#)
 Rate Date 08/25/2017
 Rate Type CRRNT

Base Currency USD
 Exchange Rate 1.00000000

Process Control Option

Acknowledgements required for 
☒ Dispatch *Method 
 Template ID 

Accounting Date 
 Accounting Template 
[Merkur Delivery Information](#)

OK

Cancel

Refresh

Purchase Order – PO Defaults

Purchase Order Defaults

Business Unit 8880 PO ID NEXT Supplier CACOURTCLE-001

Default Options

☒ **Default** If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field used.

☐ **Override** If you select this option, all default values are overridden.

Line

Category

Schedule

Ship To 8880000001 8880-FISCAL

Due Date

Ship Via COMMON

Arbitration

*Distribute By Quantity

Distribution

SpeedChart

Distributions

Chartfields Asset Information

Dist Percent GL Unit Entry Event

1 8880

Look Up Ship To

SetID STATE

Ship To Location begins with 8880

Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-4 of 4 Last

Ship To Location	Description
8880000001	8880-FISCAL
8880000004	8880-FISCAL OTR-Gold Camp
8880000005	8880-FISCAL OTR-Vacaville
8880000006	8880-FISCAL-Sierra Colleg

BUSN823b – Submit Department Logo

- One official logo per department
- The department's logo will be printed on documents generated for the department, such as on purchase orders, invoices, customer statements, and collection letter documents
- 2"x2" JPEG format, less than 300KB

BUSN823a – Submit Signature for POs

- The default department signature that will print on department's POs
- Needed for the purpose of dispatching to the supplier and for SCO payment processing. The signed dispatched PO must be attached to the voucher
- If the department opts out of this configuration, the PO must be signed prior to dispatching to the supplier and this signed copy attached to the voucher
- Only one designated signature
 - Such as, Department Procurement and Contracting Officer signature

Sample PO with Logo and Signature



Purchase Order

Page: 2 of 2:

Office of Emergency Services

3650 Schriever Avenue
Mather CA 95655
United States

Supplier: 0000000069
FRANKLIN
CONSTRUCTION INC
111 FIRST STREET
SUITE 100A
SACRAMENTO CA 95811-
0317
United States


Ship To: 11860 Kemper Road
Suite 5
Auburn CA 95603
United States

Attention: Not Specified
Bill Code: 009075

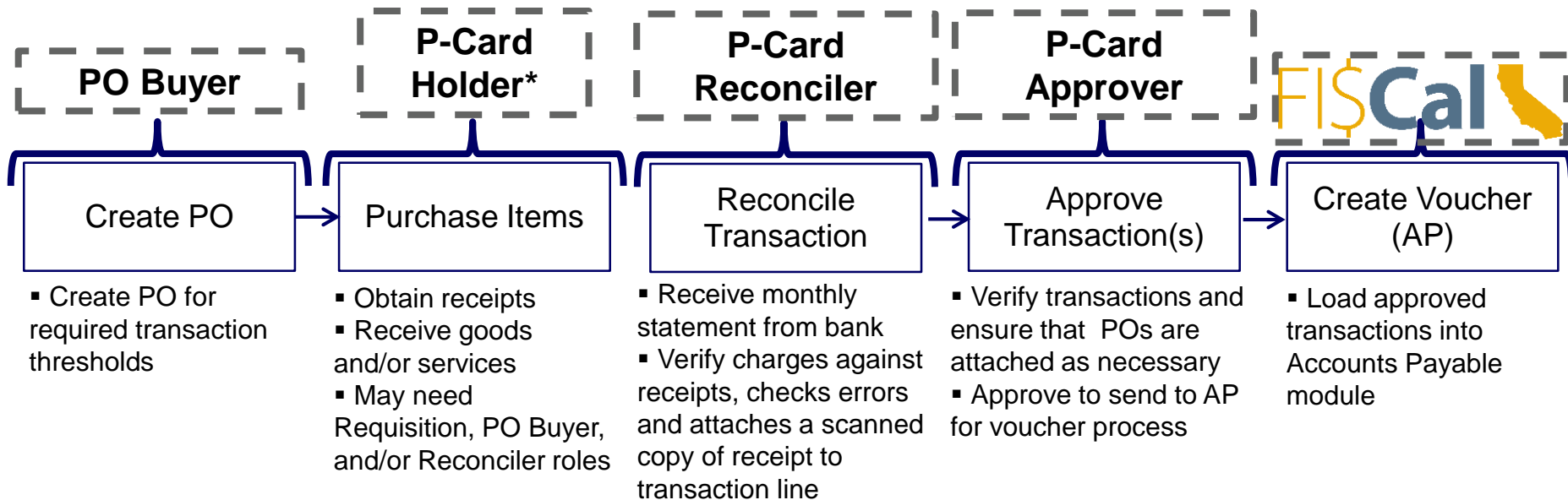
Bill To: 3650 Schriever Avenue
Mather CA 95655
United States

Dispatched	Draft	Dispatch Via Print
Purchase Order 0090-0000001056	Date 05-31-2017	Revision
Payment Terms Net 45	Freight Terms FOB Destination-Freight	Ship Via Common
Buyer Meghan Harrington	Phone	Currency USD

Certification#:		Begin Date:		Expiration:		DVBE Begin Date:		Expiration:	
Tax Exempt? N		Tax Exempt ID:							
Line-Sub	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date		
0690	5301150 000000000 0001 0690100 0100 001 2016								
PCSubUnit		Project	Activity	SourceTy					
0690	EMERGENCY4 A	48100							
Details/Tax									
Base Unit	Base Currency	Currency	Unit Cost	Unit Price	Quantity				
850.000	USD	USD	069000004	N	1				
Schedule Total						913.75			
Item Total						913.75			
Total SUT Code CAC-0077 (7.5%)						221.25			
Total PO Amount						1171.25			

I HEREBY CERTIFY, on personal knowledge, that this order for purchasing the items specified above is issued in accordance with the procedure prescribed by law governing the purchase of such items for the State of California; and that all such legal requirements have been fully complied with	
Unauthorized	Authorizing Signature 

Process P-Card Transactions

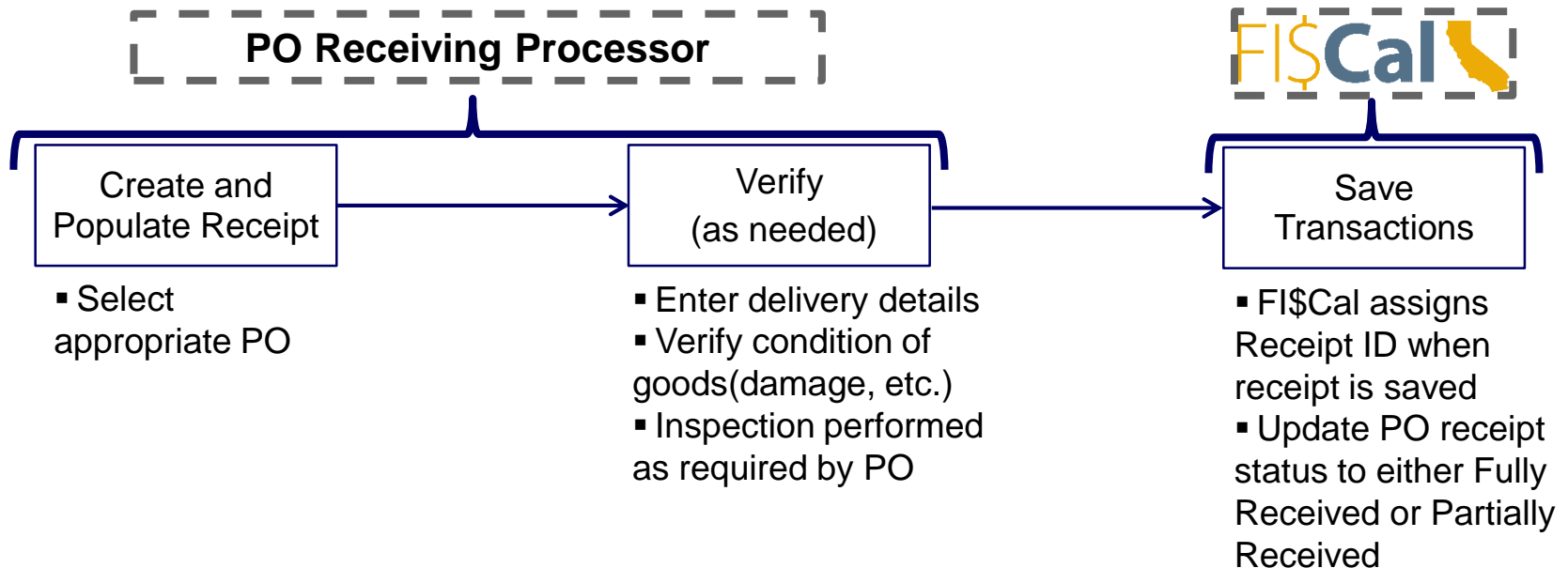


* Not a FI\$Cal System role

Key Impacts

- Department assigns a P-Card Maintainer to create and manage cardholder profiles.
- A P-Card must be associated with the buyer for it to be used as a payment method on a PO.
- Bank Statements will be loaded and P-Card reconciliation will be performed in FI\$Cal.
- Reconciliation includes adding UNSPSC, acquisition type and method, SABRC/EPP compliance, and identifying the vendor (including SB/DVBE participation) if a PO was not created.
- Reconciled and approved transactions are pushed to AP for payment processing.
- All FI\$Cal department P-Cards will be on the same bank cycle.

Create Receipt



Key Impacts

- Receipt delivery, accrual, summary, ship-to, and account details are captured in FI\$Cal.
- Blind receiving will be implemented.
- Automated update of PO status when goods/services are received.
- If identified on the PO, the asset management integration occurs at the receipt.

Next Steps

- Share BPW materials at your department
- Review with your FI\$Cal CMO Department Readiness Coordinator
 - Identify and work on updating internal department policies, processes, and documentation
 - Start adding Suppliers to FI\$Cal – Work with your procurement shop
- **Role Mapping Workshop** – Workshop to review the FI\$Cal Role Mapping Template, answer any questions about the roles presented in BPWs, and begin assigning end-user roles
- **User Acceptance Testing** – Sessions to validate role mapping and configuration

Demonstration Overview

